

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 2 March 2007**

I. CEFMS:

A. We have completed programming changes to create an appropriation refund bill and process a collection of the appropriation refund bill where the original disbursement was recorded as Transaction By Others (TBO). We expect to release these changes on 1 Mar 07.

B. We have been working with Treasury FMS to establish a dial-up connection to transfer our test files to them for the duration of our Treasury Offset Payment (TOP) testing. We have had a successful connection and login into the Connect Enterprise Mailbox System. This process will require a dedicated PC in our office.

C. We researched several contract payments at a USACE activity where Prompt Pay Interest was paid when the contracts were marked as PPA Exempt. Research revealed both contracts were amended in October 2006 to add the PPA exempt indicator. The payments that involved interest were made prior to the contracts being modified.

D. The following changes refer to travel and new travel advance processes:

- We tested and released an emergency fix to Travel Disbursing for several problems. One of the problems prevented an employee from being issued an advance for Permanent Change of Station.
- We researched several problems related to employees not receiving a Travel Settlement Advice Notice. Some of the employees had email addresses that appeared to be personal addresses (not .mil). Another employee, who had not received notices since last year, discovered his travel emails were going into the junk folder.
- We have notified the UFC Disbursing Officer of the increasing number of travel settlement payments that are being paid with a Treasury check and not Electronic Funds Transfer. In June 2006, all employee records were updated with banking information from DFAS Payroll.

- Due to changes in the process for prepaid travel advances, we added new general ledgers to the Report on Status of Appropriation and Work Allowance, Civil Works Funds, (c3011a), the Civil Status of Funds Report, (58D), the Funding Account Financial Summary Report and the Funding Account Financial Summary Screen, screen 7.14. These changes will ensure proper reporting information.
- We modified several military reports due to the travel advance prepay new release. We had to ensure the prepaid general ledgers were also in the daily transactions that are sent to DFAS. We worked with Travel and the UFC to balance the cash reports after scripts were generated to move the open advances from the Civil account to the Military funding account cited on the travel order.
- We modified Travel Advance Create/Update so that an advance can be created when a settlement exists that has not been fully processed as long as the settlement does not pay the traveler and does not have an advance amount to recoup. We determined there was a problem in the obligation trigger and corrected it. We modified the programming for multiple advances and made changes to handle the recoupment of multiple advances. We will continue to make improvements as we test more travel situations.

E. We created a new option for the 'Budget vs. Actual Labor' report in the Operating Budget Module. The new option allows users to generate the report for labor which is charged to indirect, or overhead, accounts. The report compares the budgeted amount with the actual amount. Users may specify which organization codes and fund account work items to be included in the new option. This option will help users analyze execution of indirect or overhead budgets. The previous option, which compares budget vs. actual direct labor execution, is still available.

F. We are working with the HQUSACE (CERM-M) to compile financial data from CEFMS by labor Element of Resource (EOR), and sorted by the appropriations which are reportable for manpower. The data will be extracted as part of the CEFMS Manpower Extract and Distribution Program. That program currently reports hours and FTE based on the appropriations actually charged. Appropriations which are not reportable for manpower are then changed to reportable appropriations through the manpower crosswalk table. The additional data will use the same type of programming, and will include distributing labor dollars by EOR, which are initially charged to the Revolving Fund, to reportable appropriations.

G. The following changes have been made to timekeeping and labor costing:

- We are improving several labor screens to make them more user-friendly. This includes allowing more fields to be queried and adding additional data to the screen as requested by the users.
- We made minor changes to the timekeeper/supervisor code edits in the Labor Input Screen.
- We added an option to the Customer Service Representative (CSR) menu so that errors occurring at the time a new pay period is opened may be viewed more easily. Prior to this change, the errors were displayed only temporarily, unless the CSR accessed the Timekeeper's menu.
- We made a change allowing the effective date of a Cost of Living Allowance (COLA) rate to be earlier than the system date.
- We changed the overtime hourly rate calculations in the Defense Civilian Personnel Data System (DCPDS) interface for those employees under the National Security Personnel System (NSPS). Based on the pay band level to which the employee is assigned (regardless of Federal Labor Standard Act) status, the overtime hourly rate will either be the employee's hourly adjusted rate of pay or the hourly adjusted rate of pay multiplied by 1.5. The overtime ceiling of grade 10, step 1 no longer applies for FLSA exempt NSPS employees.

H. The form HNOCERT.fmb (Screen 2.35.3) was changed to display null if APPMS approval is not required and the capability to view purchase request data (VPRACSTA) was added to the form. If the form is called from menu view purchase request data (AACBC), the user can double click on the purchase request number field and the form VPRACSTA will be displayed. This will allow the user to view data pertaining to an uncertified purchase requests without having to exit the form.

I. We developed a new form (HCERT.fmb) to allow the user to view certified PRACS (non -labor). It is in the same format as the View Uncertified PRACS form (HNOCERT). The form can be accessed via smart path with option 2.35.3C. The new form is on menus AACBB and AACBC.

J. We have worked extensively on the military and civil Prompt Pay reports and the idldetm and idldetc reports, which provide details of interest paid. The interest paid fields between the two reports were not balancing due to several factors. We made changes to the cost transfers, flux and invoice columns. We also had to modify the way discounts were being computed and the organization code was changed to reflect the receiver org_code.

K. We assisted three Multi-Purpose Power reporting activities with data calls for transaction universes requested by the KPMP accounting firm.

L. We assisted a USACE activity in resolving a variance on the Customer Order Detailed Cost Report so that they could receive payments from FEMA related to the Hurricane Katrina mission.

M. We are designing a new CEFMS report to identify the DA Interns and their location in order to properly allocate the general DA Intern Charges.

N. We created a new Military Allotment Ledger Report. This report contains monthly, current FY and cumulative totals of funds authorized, commitments, obligations through the disbursement or collection. It reports by appropriation, funding account and direct or reimbursable. This report should assist the user by providing a total financial picture at any given time since we are loading the data every night in the daily automated processing procedure.

O. We released programming to accurately compute the Gain/Loss on Disposal of an Asset as Proceeds from Sales Less Book Value of Disposal.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	724	741
Priority #1 Problems	98	108

We received 136 new problem reports and completed 153 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	54	52
One	3	2
Two	2	3
Three	0	1
Four	0	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	209
HUNTSVILLE:	24
USACE HQ:	1
TOTAL:	234

B. DISBURSING WORKLOAD DATA

<u>PAYMENT</u>	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>
	01-27 Feb 07	01-Oct - 27 Feb 07

CHECKS:

CHECKS ISSUED	7,622	38,903
PERCENT OF TOTAL	8%	
DOLLAR AMOUNT	\$89,940,426	\$475,681,923

EFT:

TRANSFERS MADE	50,479	249,630
PERCENT OF TOTAL	92%	92%
DOLLAR AMOUNT	\$1,734,421,097	\$9,295,975,178

*percentages adjusted for utility checks which do not have to participate in EFT

IV. OTHER UFC ISSUES:

A. CFO team members continued to respond to questions and data calls from the PricewaterhouseCoopers (PwC) auditors related to operating materials and supplies used, elimination entries between earmarked funds and other civil appropriations, Fund Balance with Treasury, and disclosures related to the Statement of Financing.

B. We entered additional audit recommended adjustments for the out-of-cycle reporting of the adjusted year-end FY 2006 financial statements and footnotes. The last entries were received on 15 Feb 07 and involved a correction to the audit recommended adjustment for prior year revenue from FEMA. The original entry had been recorded backward on the PwC schedule of unadjusted differences. An additional entry was made for \$1.5 million in imputed cost for goods or services we receive but are paid by another Federal entity. The revised rounded statements and affected notes were supplied to HQUSACE within four hours.

C. The CFO/Civil Reports Division received a request from the Office of the Secretary of Defense (Comptroller) (OSD (C) to test a revised template for the proposed format change to the Statement of Financing. The new format contains a section that reconciles total financing sources from the Statement of Changes in Net Position to total budgetary resources on the Statement of Budgetary Resources. Another section presents a reconciliation of budgetary account obligations to proprietary account net cost of operations. In order to reconcile, we determined that the template is missing net non-expenditure transfers, repayment of debt, spending authority from federal receivables and unfilled orders without advance, and offsetting receipts. We provided our findings to OSD(C) and DFAS Arlington.

D. The UFC conducted a Basic and Intermediate SQL training class 13-15 February. There were eleven attendees from various USACE activities including Detroit, Huntsville, Vicksburg, Kansas City, Mobile, Sacramento, and the UFC.

E. The UFC has completed all of the office moves to accommodate facility space given to the Logistics Activity Center (LAC).

F. UFC personnel participated via conference call in the Mississippi Valley Division (MVD) Earthquake Exercise for the New Madrid Seismic Zone on 23 Feb 07. We presented our Continuity of Operations Plan (COOP) for continuation of USACE payment processing and disbursing functions, assuming a 7.1 magnitude earthquake occurred, as measured on the Richter scale. Based on the discussion, MVD Commander, BG Robert Crear, stated that we have obviously thought about and prepared for this type of event and have a good plan.

G. The UFC Travel Division is processing PCS vouchers received on 22 Feb 07.

H. We have compiled the annual UFC Customer Survey results and posted a summary on the Finance Center public website. The results were consistent with previous years and reflected an average rating of about 3.4 on a scale of one to four, with four being the highest rating. There were submissions from 26 USACE activities which responded to the 50 questions in the survey.

I. Earlier in February, Brenda Armour of the Accounting Quality Division spent a week at HQUSACE assisting the Civil Works Directorate. She continued development of data for tracking allocations, obligations, and expenditures related to USACE activities' support of FEMA disaster missions. The ultimate purpose of tracking this data is to identify funds that can be returned on projects that are fiscally and physically complete. Brenda also worked with HQUSACE (CERM-F) on the effort to reduce outstanding accounts receivable from FEMA, with focus on the Vicksburg and New Orleans Districts. Sometime in March, Brenda will travel with HQUSACE (CERM-F) representatives to the FEMA Disaster Finance Center for further discussions on USACE-FEMA financial issues.